

PROJECT MANAGER

DISTINGUISHING FEATURES

The fundamental reason the Project Manager position exists is to manage large and complex public infrastructure and building projects from establishment of project scope and objectives through completion of construction in the Capital Project Management Division of the Municipal Services Department. This classification is not supervisory. Work is performed under general supervision of a Senior Project Manager.

ESSENTIAL FUNCTIONS

Meets with sponsoring department staff to determine capital project intent and scope of work; establishes preliminary project design requirements and coordinates preparation of preliminary cost estimates. Visually analyzes plans to determine conformance with City requirements. Seeks creative opportunities to improve original project intent.

Assembles a project team composed of City representatives and consultants; facilitates the advancement of a major project through various phases of project implementation. Communicates in a face-to-face setting or by telephone in a manner which values the input received.

Resolves design problems; manages the consultant selection process; reviews preliminary design reports; prepares Council Action Reports. Uses graphic instructions including blueprints, maps, layouts, and other visual aids to determine innovative solutions to problems.

Takes ownership of project budget and schedule; prepares monthly status reports, presents project status reports to Commissions and City Council. Encourages public involvement. Commits to a quality project.

Functions as a unit team leader to assist in coordinating work and developing Construction Coordinators and Project Inspectors. Continually seeks to further group empowerment and conflict resolution.

Attendance and punctuality are essential functions of this position.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Municipal budget methods, procedures and computerized accounting principles and practices.

Ability to:

Operate a variety of standard office equipment, including a personal computer, a variety of computer software that require continuous and repetitive arm or hand and eye movement for extended periods of time.

Must have visual and muscular dexterity to operate a variety of standard office equipment such as a computer terminal, 10-key calculator, and telephone requiring continuous and repetitive hand/eye movement.

Listen, communicate, and deal effectively with co-workers, staff, representatives of other cities, and the general public.

Communicate both verbally and in writing with all levels of the organization using proper sentence construction, punctuation and grammar.

Assume ownership in the completion of assigned tasks.

Apply program management systems for multiple projects and experience in financial and schedule control responsibility.

Go in the field for site inspections.

Read blueprints, construction plans, microfiche reports, etc.

Lift and carry storage boxes and other working materials weighing 20-50 pounds both short and long distances.

Spend a considerable amount of the work day sitting at a desk and/or computer.

Demonstrate excellent written and oral communication skills.

Education & Experience

Bachelor's degree in Construction Management, Engineering, Architecture, Business or Public Administration, or a related field is required.

Must have seven to ten years total experience relating to management of design and construction of public works facilities and/or building projects. Three years must be in a responsible project manager capacity. Experience in municipal funding, review and bidding practices is essential.

A valid Driver's License with no outstanding citations for 39 months is required for all driving positions.

FLSA Status: Exempt

HR Ordinance Status: Unclassified